

**Government Accountability Office (GAO)
Office of General Counsel**

VACANCY: Assistant General Counsel, PA-0905-03

JOB TITLE: Assistant General Counsel

SALARY RANGE: \$133,124.00 - \$160,300.00 / Per Year

OPEN PERIOD: Thursday, May 5, 2016 to Thursday, May 12, 2016 by 11:59 P.M.

SERIES & GRADE: PA-0905-03. "PA" is the pay plan for GAO's attorneys. This announcement is for a Band III level, which equates generally to the GS-15 level in the competitive service.

POSITION INFORMATION: 2 (or more) Permanent Full-Time

DUTY LOCATIONS: Washington DC

WHO MAY APPLY: This vacancy is open to all U.S. Citizens

SUPERVISORY STATUS: Yes

TRAVEL REQUIRED: No

RELOCATION AUTHORIZED: No

NOTE: Applications received under this announcement will be held for one year and in the Agency's discretion may be used, if appropriate, for the filling of other attorney positions in the Office of General Counsel during the year. However, to ensure consideration of your application, you should reapply for any positions that become available in the future for which you are interested.

About GAO: Voted one of the best places to work in the federal government since 2005, GAO is the independent, investigative arm of the U.S. Congress. GAO assesses the federal government's use of appropriated funds, evaluates federal programs and policies, and provides objective analyses, recommendations, and other assistance to help Congress make informed oversight, policy, and funding decisions and to aid federal agencies in improving their performance. As required by the Competition in Contracting Act of 1984, 31 U.S.C. §§ 3551-3556, GAO provides an objective, independent, and impartial forum for resolving bid protests filed by government contractors against federal agencies. GAO's decisions resolving these protests--written by Procurement Law attorneys--are relied upon by the federal contracting community to understand and apply federal procurement laws consistent with applicable legal requirements. In addition, Procurement Law attorneys actively conduct outreach and exchange views with federal agency and international procurement officials and with industry and legal associations with regard to best practices and lessons learned from our bid protest decisions.

For more information about GAO's Office of General Counsel, visit our Web page at <http://www.gao.gov/careers/attorneys.html>.

Job Description and Responsibilities: The Procurement Law Division of the Office of General Counsel is seeking 2 (or more) experienced attorneys to serve as Assistant General Counsels responsible for assigning cases and managing groups of attorneys involved in resolving bid protests filed with GAO. The selected Assistant General Counsel(s) will manage a group of attorneys, each with their own docket of bid protest cases, to be sure that GAO responds on a timely basis to agency dismissal requests, document disputes, protective order and expert admission issues, and other issues that might arise in the development of a bid protest. They will be responsible for overseeing status conferences, bid protest hearings, and alternative dispute resolution as necessary for the effective resolution of the bid protest. They will be responsible for reviewing bid protest decisions to ensure that they are clearly written and legally sound.

The selected Assistant General Counsel(s) will manage a group of attorneys (typically 4-7 attorneys) that range in their level of bid protest experience, and will report directly to the Managing Associate General Counsels for Procurement Law. The selected Assistant General Counsel(s) work closely with other Procurement Law Assistant General Counsels and the Managing Associate General Counsels for Procurement Law to manage Procurement Law's workload, lead special projects, and communicate with the General Counsel and Deputy General Counsel.

The selected Assistant General Counsel(s) will be responsible for setting schedules to ensure that the protest cases that result in a decision are prepared in a timely manner, ensuring that they are reviewed, edited, and issued to the parties within the 100-day statutory deadline applicable to all bid protests filed with the GAO. The applicant should have strong decision writing skills, sound judgment, and good skills at providing feedback, training, and mentoring. The selected Assistant General Counsel(s), together with the writing attorney, will be responsible for producing "camera ready" decisions that can be distributed, upon review, to the public, and posted on GAO's website. An Assistant General Counsel in Procurement Law may also be called upon to answer questions with regard to GAO and bid protests, whether from committees of Congress or from bar groups and be prepared to support other activities of the Office of General Counsel as needed.

Assistant General Counsels have a wide range of management and supervisory responsibilities. The selected Assistant General Counsel(s) will manage their staff's performance, including developing positive relationships with their staff, setting expectations, creating an inclusive work environment, providing regular feedback, conducting annual appraisals, and managing performance challenges. They will also be responsible for monitoring staff performance and holding staff accountable for producing quality work. They will be required to handle individual or group conflicts and elevate issues as appropriate. On a day-to-day basis, the selected Assistant General Counsel(s) will manage the workload of their group and assist their staff in managing individual workload, following GAO and Office of General Counsel procedures, and meeting deadlines and goals. They will participate in Office of General Counsel-wide initiatives and communicate and implement Office of General Counsel policies. They will be responsible for developing their staff and must be familiar with individual staff needs and provide opportunities for development. Their responsibilities will include a wide range of administrative and management tasks, including managing work schedules, assigning work, certifying timesheets, and monitoring compliance with Continuing Legal Education requirements.

Minimum Qualifications Required:

U.S. Citizenship.

Must have a J.D. degree from an accredited law school.

Must be an active member in good standing of a bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico.

Applicants must have a minimum of 3 years of specialized experience in federal procurement litigation; at least 1 year of which was equivalent to the GS-14 level.

Applicants must meet the qualification requirements by the closing date of this vacancy announcement.

Submission Process and Deadline Date: Applicants must submit a cover letter and resume to legalcareers@gao.gov. Your submission must include: 1) a statement that you are a U.S. citizen; 2) information sufficient to establish that you have a JD degree from an accredited law school and are an active member in good standing of one of the bars listed above; and 3) information addressing the factors on which your application will be further evaluated as set forth in the section below entitled "How Your Application Will Be Evaluated". Please reference "ASSISTANT GENERAL COUNSEL-GAO-OGC-PL" in the subject heading of your email. Applications must be received no later than **11:59 P.M. on Thursday, May 12, 2016**. If your submission is not received by then, or does not contain the required information, it will be rejected. Your application materials will not be returned. Do not submit original documents that you may need in the future.

How Your Application Will Be Evaluated:

If your submission demonstrates that you meet the above-stated minimum qualifications and includes the required cover letter and resume, your application will be further evaluated as described below.

- Your years and level of experience working in federal procurement litigation.
- Experience communicating, both orally and in writing, in an effective, clear, and consistent manner.
- Experience in researching and analyzing complex legal issues.
- Experience that demonstrates organizational and time-management skills, interpersonal skills, and sound judgment.
- Experience that demonstrates supervisory skills, ability to manage staff performance, conflict management skills, and ability to provide feedback, training, and mentoring.

Veterans' Preference Information:

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, GAO considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veterans'

Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, www.opm.gov/forms/pdf_fill/SF15.pdf for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

Interviews: Applicants may be invited to interview for the position based on the evaluation of their application package. If you are invited to interview, you will be asked to provide a writing sample and references, which will be considered in the selection process. Applicants may be invited to more than one round of interviews.

Salary and Benefits: Determination of starting salary is based on individual qualifications. Individuals selected will be eligible for a full range of federal employment benefits including vacation and sick leave, retirement coverage and Thrift Savings Plan, and health and life insurance. A complete list of benefits is available on the web at: http://www.opm.gov/Insure/health/enrollment/new_employees.asp. Travel and relocation expenses related to this hiring process will not be paid.

Other Information: Completion of a satisfactory background investigation is necessary for the positions advertised herein. Selectees will have to complete a financial disclosure statement. In addition, a 2-year probationary period is applicable to positions advertised herein.

For more information about GAO's Office of General Counsel, visit our Web page at <http://www.gao.gov/careers/attorneys.html>.

GAO Hiring Policies:

Equal Employment Opportunity Policy: GAO's policy is to provide equal employment opportunity for all regardless of race, religion, color, sex (including pregnancy and gender identity), national origin, age (40 or over), disability, or sexual orientation.

GAO provides reasonable accommodations to applicants and employees with disabilities. To request an accommodation, please email ReasonableAccommodations@gao.gov or call Colleen Marks, Disability Program Manager, at (202) 512-7360.

To learn more about GAO, please visit us on the web at <http://www.gao.gov/careers/index.html>